



Parent Handbook

Revised 7/1/2015

1406 Frederick Avenue

Jeffersonville, IN 47130
Phone: 812.280.0028
Website: cisofclark.org
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Program Policies

Hours of Operation:

6:30 am – 8:30 am and 3:30 pm – 6:00 pm Monday through Friday. A charge of \$5 for every fifteen (15) minutes past 6:00 pm will be imposed and **due to the CISCC office immediately**. Continued tardiness in picking up children could result in dismissal from the program.

The Extended Day Learning program is designed to focus on educational as well as quality child care. Students will be working on homework or other academic activities from dismissal from school until 5:00 pm each day. From 5:00 pm – 6:00 pm enrichment activities are provided. Activities vary from site to site.

CISCC Extended Day Learning Program will also operate for students at **Wilson Elementary** at 2915 Charlestown Pike Jeffersonville, Indiana 47130 for the 2015 – 2016 school year for snow days and oaks day (from 6:30 am – 6:00 pm) on the following days:

Snow days (as long as there are no snow emergencies)

- The tuition fee for snow days is an additional \$20 per day per child

Oaks Day- May 6

- There is an additional charge of \$20 per child

We will be providing Intersession care at Wilson Elementary School. For further information concerning this please call our office at 812-280-0028.

Fall Break/ Intersession (October 5– 16)

- The tuition fee for Fall Break is \$125 per week per child

Spring Break/Intersession (March 21 – April 1)

- The tuition fee for Spring Break is \$125 per week per child

Please note: a minimum of 15 children must be pre-registered and prepaid in order for Communities in Schools to offer programming on Fall Break and Spring Break. In order to accommodate your child you MUST register in advance by calling our office!!!

Delay Days

- Care will be available at your child's school from 6:30 am until school starts, at no additional charge to you.
- In the event that Greater Clark County Schools would initially call for a 2 hour delay then at the last minute cancel school altogether, students onsite (at their school) will be transported by GCCS (with parent permission) to Wilson Elementary. CISCC will provide childcare onsite until 6:00p.m.

Early Dismissal

- If school is dismissed early because of weather CISCC will provide childcare onsite (at their school) until 3:30 p.m.

A responsible adult should always escort the children into and out of the building. All children **must be signed in and out** on a daily basis.

A parent or an authorized adult must pick up each child. No child should be removed from the building without program staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the site, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. **No child will be released to an unauthorized adult.**

Eligibility – Children in grades K-5 may enroll. 6th graders are eligible for the program because special transportation needs to be made, please contact the CISCC office.

Tuition Fees and Payment – Fees are subject to change with written notice.

Tuition is to be deducted weekly (through direct debit) on Friday afternoon and will mostly likely show up on Monday in your checking account. If you know:

- 1. Your child (ren) will not be using our services for a particular week**
- 2. If you have signed up for full-time services but will need part time services for a particular week**
- 3. If you just need before or after care services for a particular week**

Please let the EDL Director know that Friday morning before 9:00a.m. so that adjustments may be made to your account. Otherwise changes will not be made and you will be charged your normal rate.

Tuition fees are posted according to the child's enrollment and are not prorated for absences.

Note: If the account is not current by the 1st Monday of each month, the child is no longer eligible to attend until the account is at a \$0 balance.

Withdrawal – The program requires a two week notice of the child's permanent withdrawal from the center. Accounts will continue to accrue unless notice is given.

The program reserves the right to remove a child from the program if the child, parent/guardian is unable to adjust and function within the program.

Each family MUST have signed a state required discipline form that must remain on file in our office before the child can attend.

All children will be given a snack provided by Greater Clark County Schools that meets the USDA federal food guidelines.

A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.

Transportation: Communities in Schools does not provide transportation service.

Discipline: In order to maintain a safe and fun environment for all students, each Extended Day Learning site has a positive-reinforcement behavior management system in place. Some sites use a token economy, some use sticker charts, others have come up with their own system. In situations of theft, fighting, or extreme disrespect to staff or other students, the following consequences will occur at all Extended Day Learning sites:

1st Occurrence: Conference with student and Site Coordinator. Behavior will be documented in a note home or on weekly communication form.

2nd Occurrence: Site Coordinator will conference with parent via phone or face to face meeting.

3rd Occurrence: Conference with parent and 2 day suspension from the program.

4th Occurrence: Possible expulsion from the program.

Steps may be skipped depending on severity of the offense.

Communication: CISCC Extended Day Learning considers it essential to work with the home as a partner to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with CISCC staff regularly to stay informed. Weekly reports will be available. If there are concerns, we will be happy to schedule a conference with you. We

would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you.

Program staff cannot accept verbal messages from children. Please send a note or telephone the program office at 812-280-0028.

Accidents or emergencies: In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES**. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person is vital.

Illness: Children with any form of illness should remain at home. If a child arrives at the school with a temperature, the parent will be asked to return and take the child home. A child may return to the Extended Day Learning when they have been fever free for at least 24 hours. When a child becomes ill at the center, the parent will be notified. A parent will be asked to pick up a child who is vomiting or has a temperature of 100* or more.

Medication: No medication will be dispensed on site by the CISCC employees.

Fire, tornado, earthquake: Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

NO TOYS, ELECTRONIC DEVICES, CELL PHONES, GAME BOYS, ETC ARE ALLOWED AT ANY EXTENDED DAY LEARNING SITE.

WE WILL NOT BE PROVIDING CARE ON FEDERAL HOLIDAYS.

LABOR DAY- SEPT. 7

ELECTION DAY- NOV. 3

THANKSGIVING DAY NOV 25-27

CHRISTMAS BREAK.

DEC. 21-JAN. 1

NEW YEARS- JAN. 1

MARTIN LUTHER KING DAY- JAN. 18

PRESIDENT'S DAY- FEB. 15

MEMORIAL DAY- MAY 30